

MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

JANUARY 11, 2016

The Miami Township Board of Trustees met in work session on Monday, January 11, 2016 at the Miami Township Civic Center. Chairperson Karl Schultz called the meeting to order and led the Pledge of Allegiance. Mr. Ferry called the roll and present were Karl Schultz, Ken Tracy and Mary Makley Wolff.

Mr. Joe Braun, Township Law Director, swore in Ken Tracy as Trustee through December 2019. Mr. Tracy was re-elected in November.

Mr. Joe Braun swore in Eric Ferry as Fiscal Officer through March 2020. Mr. Ferry was re-elected in November.

Mr. Wright explained the Police Department is requesting to replace three (3) Police vehicles in 2016. Chief Sue Madsen submitted a spread sheet which shows a five year vehicle replacement schedule. The three (3) she is asking to be replaced are two (2) 2009 Crown Victoria's and one (1) 2010 Crown Victoria. These vehicles have heavy maintenance histories and high idle hours which add wear and tear on the vehicles. Chief Madsen is requesting to replace these vehicles with fully equipped Ford interceptor vehicles for a total cost of \$134,400.00.

Mr. Wright advised the Police Department has been working with McGill Smith Punshon for the lower level renovations and asked Chief Madsen to explain where they are in the process. Chief Madsen presented a final design for the lower level and construction costs. The next step of the project will be the bidding/permit assistance phase. At the January business meeting, Chief Madsen will request the Board's approval for Request For Proposals (RFP). The Board noted the building is 40 years old and no improvements have been made to the lower level. This will be an action item at the business meeting.

Mr. Wright explained the Board entered into an agreement with the Milford School District in which the School district pledged up to \$300,000 for each of the road projects that are necessary for the new Seipelt Elementary School on St. Rt. 131 and for the new Boyd E. Smith Elementary on Branch Hill Guinea Pike and Jer Les Drive. The Clermont County TID is the owner and manager of both projects and is requesting the existing Intergovernmental Agreement between the Township and the TID be revised to reflect the existing commitments from the School District and the Township for these two specific projects. This will be an action item at the business meeting. The Board asked about cost overruns and Mr. Wright stated the funds from the Township for Seipelt is \$200,000 and Boyd E. Smith is \$400,000. The Board requested any possible overruns or additions be brought to the Board before they are done.

Fire Chief Kelly noted he and Police Chief Madsen have been working to update the Township's Emergency Operations Center (EOC) in order to bring it up to date and make it more functional. They have had conversations with the Clermont County Emergency Management Agency regarding grant funds that are available to assist with obtaining equipment that would be useful for our EOC, such as radios, computers and a projector. In order to benefit from the grant funds, the Clermont county EMA is asking us to enter into a Memorandum of Understanding (MOU) with them where our EOC would be able to serve as a backup facility to the County EOC if the need arose or an emergency occurred in the northwestern part of the county. Chief Kelly presented the MOU as drafted by the EMA Director and reviewed by our Law Director and the County Prosecutor. Chief Kelly also presented a resolution for their consideration. This will be an action item at the business meeting.

Mr. Wright explained the scope of work for Station 29 has changed to increase the size of the building from 7,000 square feet to 10,250 square feet and to add a third bay which will be the same as the other three Township Fire Stations. The addition cost for the architect to add these changes into their documents is \$48,630.00. Mr. Wright is requesting the Board approve this additional cost at this meeting so the project will not be delayed any further. Mr. Wright is recommending the Board authorize an agreement with MSA Architects for an additional scope of services for a total of \$48,630.00.

Mr. Tracy made a motion to accept the proposal for additional services from MSA Architects for the total amount of \$48,630.00 to address additional work effort required to execute the project of Station 29, seconded by Ms. Wolff with all voting "AYE".

MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

JANUARY 11, 2016

Chief Kelly explained the current printer at the Central Station is over eight years old and is in constant need of service. With a lease agreement with Millennium Business Systems they can lease a color copier/printer/scanner/fax for about the same monthly fee as it is costing them for service on their current machine. The 60 month lease will be \$180 per month for the copier and approximately \$75 to \$100 per month for the maintenance agreement, depending on use. This will be an action item for the business meeting.

Mr. Wright presented three designs, from Klusty Sign Associates, for the Gateway directional sign. Each sign would have twelve sign panels that can be changed out should a business leave or there would be a name change. Mr. Wright is requesting the Board's direction for the submitted sign designs. The Board asked if it would be backlit or LED. Mr. Musselman stated it can be either and there will be no digital on this sign. The Board asked if we have approached any other vendor for a sign design and Mr. Musselman stated they have not. Mr. Musselman stated they asked Klusty because they were trying to keep it close to the same design as the Pylon sign that Klusty produced. There was a discussion regarding the large arrow on the top of the sign being removed and possibly individual arrows on each business sign. Mr. Musselman will get other options to the Board for their consideration.

Mr. Musselman presented drawings showing a way for controlling the Miami Meadows lake erosion. The products used around the lake would be stone, rip rap and vegetative materials. This erosion control can be done in phases and Mr. Musselman recommends starting with the area around the pavilion where the heaviest erosion is occurring. Mr. Wright added the cost for all stone around the lake would be cost prohibitive. A combination of the three would be much more affordable and the vegetative materials would be of the variety that would not be a time consuming maintenance issue for the Service Department. The areas used by people fishing will have a flat stone to keep it more user friendly. The Board asked if there is any State funding that could be applied for regarding this project. Mr. Wright advised he looked into this and because it is not a stream or water way that can be navigated, it is very difficult to find funds. Mr. Wright stated he will continue researching. Mr. Tracy stated the Oasis utilized the materials discussed and it has done a good job in maintaining the lakes there.

Mr. Musselman advised he has found two vendors on the State bid to get quotes from for the replacement of the Miami Meadows playground. He will update the Board as it progresses.

Mr. Musselman updated the Board regarding the first snow of the year and the park signs are being installed at Community Park and Trailside. Mr. Musselman advised he is working on the list of streets that will be recommended for paving this year. Mr. Tracy asked that there be a standard practice so when residents ask how streets are evaluated, we have that standard practice to advise them of. Mr. Musselman stated he will work with Mr. Wright to put in place the best practice whether it is a third party or in house.

Mr. Musselman stated he has met with Chris Lohrman regarding fundraising for the Spirit of 76 Park and asked the Board if they would entertain a motorcycle rally ride beginning and ending in the park. The Board asked if it can be staged in the Spirit of 76 area and Mr. Musselman stated they could get quite a few bikes there. The Board stated if done properly it would be a good thing to do and is worth exploring.

Mr. Musselman stated he is working on revising job descriptions and will bring the changes to the Board, for approval, when they are complete.

Mr. Elliff stated he has been working with Joe Braun, Township Law Director, on revising the Township's Property Maintenance Code. The updated code will help with severe violations through the Civil Citation process. Mr. Elliff included the changes and final document for the Board's review and is requesting the Board adopt the final Property Maintenance Code at their business meeting.

Mr. Wright reminded the Board of personnel actions that will be presented to the Board at their business meeting.

Public Comment: None

MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

JANUARY 11, 2016

Executive Session: Ms. Wolff made a motion to go into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaints against a public employee or official pursuant to Section 121.22(G)(1) of the Ohio Revised Code, and to conference with counsel related to pending or imminent litigation pursuant to Section 121.22(G)(3) of the Ohio Revised code and to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or negotiations with other political subdivisions respecting request for economic development assistance which is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project pursuant to Section 121.22OG)(8) of the Ohio Revised Code, seconded by Mr. Tracy with all voting “AYE”.

Ms. Wolff made a motion to come out of Executive Session, seconded by Mr. Tracy with all voting “AYE”.

With no further business to come before the Board the meeting was adjourned at 11:10 a.m.

ATTEST: _____
Eric Ferry, Fiscal Officer

Karl Schultz, Chairperson